



New Hampshire Department of Safety Division of Homeland Security and Emergency Management

Hazard Mitigation Grant Program - 2018

Quick Reference Guide (QRG)

- **Online grant application must be completed by someone authorized on behalf of the applying community/agency.**
- The application is a multi-step process and all applicable steps must be completed in order for your grant application to be considered.
- **Before completing this application all applicants MUST complete a Benefit Cost Analysis and an EHP Screening Form.**
- If you have questions throughout the application process, please contact your Field Representative or the State Hazard Mitigation Officer.

HMGP Application Information Requirements

- ☐ Location of the proposed project in your Local Hazard Mitigation Plan's strategy (Page/Section)
- ☐ Tax ID and FIPS code
- ☐ DUNS # - Look up or obtain via <https://www.sam.gov/portal/SAM/#1>
- ☐ U.S. Congressional District & Congressman Name
- ☐ State Senatorial District & Senator Name
- ☐ State Legislative District & Representative Name
- ☐ Primary & Secondary Point of Contact Information
- ☐ Project Description, to include:
 - ☐ Site Address
 - ☐ Tax Parcel ID
 - ☐ Property Tax ID
 - ☐ Latitude/Longitude of the project site
 - ☐ Flood Zone Designation (if applicable)
 - ☐ Panel Number of the FIRM with date
 - ☐ Description of the area and population affected/protected by this project, including location
- ☐ Scope of Work, to include:
 - ☐ Describe, in detail, the proposed project.
 - ☐ Explain how the proposed project will solve the problem(s) and provide the level(s) of protection.
 - ☐ Include a description of the desired outcome and methodology of the mitigation activity in terms of mitigation objectives to be achieved.
- ☐ Describe the process used to determine this project is the best solution to the problem. Explain why this project is the best alternative.
- ☐ The Following Maps:
 - ☐ Flood Insurance Rate Map (FIRM). If the FIRM for your area is not published, attach a copy of the Flood Hazard Boundary Map (FHBM)
 - ☐ Scale map (large enough to show the entire project area.)
 - ☐ USGS 1:24,000 topo map
 - ☐ Parcel Map (Tax Map, Property Identification Map, etc.)

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- ☐ **Overview photographs.**
 - ☐ Representative of the project area, including any relevant streams, creeks, rivers, etc., and drainage areas which affect the project site of will be affected by the project.
 - ☐ Photos of damages or recent events.
- ☐ **Site Plan (engineering report, feasibility study report)**
- ☐ **Line Item Budget (include quotes/estimates if available)**
- ☐ **Non-Federal Funding Share (25% of Total Cost) with [match commitment letter](#)**
- ☐ **Timeline - Total Timeframe (must not exceed 1,095 days, 36 months, or 3 years)**
- ☐ **Alternative Actions**
 - ☐ Discuss two feasible alternatives to the proposed project. This could be an entirely different mitigation method or a significant modification to the design of the current proposed project.
 - ☐ Include scope of work, engineering details (if applicable), estimated budget and the impacts of this alternative.
- ☐ **Environmental & Historic Preservation (EHP) Checklist, if applicable**
 - ☐ [EHP Screening Form](#)
 - ☐ Wetlands Map
 - ☐ Aerial Photograph
 - ☐ Exterior Ground Level Photos, etc.
- ☐ **Exported Benefit Cost Analysis**

Benefit Cost Analysis (BCA) Information Requirements

- ☐ **Download [FEMA Benefit Cost Analysis Software 5.3.0](#)**
- ☐ **Primary Point of Contact**
- ☐ **Latitude/Longitude of the project site in decimal degrees (xx.xxxx/-xx.xxxx)**
- ☐ **Reoccurrence interval for events (e.g 10 year event, 100 year event, etc.)**
- ☐ **Historical damage data for at least three past events (if reoccurrence interval is unknown) to include, with back up documentation:**
 - ☐ Total cost of damages
 - ☐ Road closures
 - ☐ Labor costs
 - ☐ Equipment costs
- ☐ **One way traffic counts with back up documentation**
- ☐ **Detour route with maps, additional time and miles**
- ☐ **Date of original construction**
- ☐ **Damages after mitigation (acquisition is the only project that doesn't have damages after mitigation)**
- ☐ **Cost of loss of utilities (if applicable)**
- ☐ **Elevation certificate (if applicable)**
- ☐ **Base flood elevation documentation (if applicable)**
- ☐ **Environmental Benefits (if applicable)**